CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD A SPECIAL MEETING AT 5:30 P.M. ON TUESDAY, MAY 31, 2016 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

5:30 **A. ROLL CALL**

B. BUSINESS

5:30 1. Adjourn to RDA meeting

2. Reconvene in City Council Work Session – Discuss issues relating to FY 2017 Tentative Budget

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE CITY COUNCIL AGENDA

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Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Blaine Lutz, Centerville Finance Director, at 295-3477, giving at least 24 hours notice prior to the meeting.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting. Upon request, a citizen may obtain (without charge) the City Manager's memo summarizing the agenda business, or may read this memo on the City's website: http://centerville.novusagenda.com/agendapublic.

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C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE
CITY COUNCIL
Staff Backup Report
5/31/2016

Item No. 1.

Short Title: Adjourn to RDA meeting

Initiated By:

Scheduled Time: 5:30

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
5/31/2016

Item No. 2.

Short Title: Reconvene in City Council Work Session - Discuss issues relating to FY 2017 Tentative Budget

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

Use the attached outline to guide the discussion of various matters relating to the FY 2017 Tentative Budget.

BACKGROUND

The City Council discussed some FY 2017 Tentative Budget matters in a work session on May 17 and agreed to meet again on May 31 to continue the discussion. The City Manager prepared the attached "Discussion Outline" to organize and guide the discussion. Council members should bring their budget notebooks or have access to an electronic version of the Tentative Budget during the work session. A number of documents relating to the Discussion Outline are attached.

ATTACHMENTS:

Description

- Discussion Outline
- FY 2017 Budget Message
- Court Prosecutor Documents
- Compensation Information FY16
- Salary Benchmark Analysis
- GIS Coordinator Job Description
- Police IT Lead Job Description
- Line of Duty Death Benefit

Budget Work Session – May 31, 2016, 5:30 p.m.
Discussion Outline (subject to change)

1. Budgeting & accounting for new revenues
    a. Last year's drainage fee increases
    b. Gasoline tax and Transportation Sales Tax
    c. RAP Tax – when/how make allocation decisions?

2. Revenue estimates
    a. Property tax
    b. Sales tax
    c. Franchise fees

3. Prosecutors contract

4. Salary Administration Guidelines
    a. Benchmark analyses
    b. Responding to specific market pressures
    c. Market adjustment
    d. Pay matrix

5. Review of positions for proper compensation
    a. Current positions
        i. Recommendations re IT Specialist and GIS Specialist
        ii. Museum Director still under review
    b. New positions
        i. Police Department – discussion with Lt. Steenblik
        ii. Water Division

6. Miscellaneous issues
    a. "Line-of-Duty Death Benefits" for police officers and firefighters—State mandate; options for City Council to consider
    b. Contingency amount

7. Questions from Council re projects and equipment

8. Questions from Council re any other budget issues

9. Potential revisions to Tentative Budget
    a. Funding for movable speed detection signs and crosswalk enhancements?
    b. Other revisions

10. Future budget work sessions – topics to address

CENTERVILLE CITY

250 North Main · Centerville, Utah 84014-1824 · (801) 295-3477 · Fax: (801) 292-8034

Incorporated in 1915

Mayor
Paul A. Cutler

City Council
Tamilyn Fillmore
William Ince
Stephanie Ivie
George McEwan
Robyn Mecham

City Manager
Steve H. Thacker

interoffice
MEMORANDUM

to: Mayor
City Council
from: Steve Thacker, City Manager
subject: Budget Message – A Summary of the FY 2017 Proposed Budget
date: May 3, 2016

I am transmitting with this Budget Message my Proposed Budget for Fiscal Year 2017. I recommend the City Council adopt the Proposed Budget as the "Tentative Budget", initiating a period for public comment. The City Council can revise the Tentative Budget before adopting a "Final Budget" at their June 21 meeting. As required by State law, the City Council should hold a public hearing on the Tentative Budget prior to adoption of the "Final Budget". I also recommend the Council meet in one or more work sessions prior to the public hearing to review and discuss budget issues or concerns.

I wish to personally thank Blaine Lutz, Finance Director/Assistant City Manager, for his key role in the preparation of the Proposed Budget, with assistance from Jacob Smith.

Overview of Proposed Budget

My Proposed Budget for the fiscal year beginning July 1, 2016 (known as FY 2017) maintains current operational service levels and increases substantially the funding for infrastructure maintenance and improvement—thanks in part to voter approval of the Transportation Sales Tax and RAP Tax renewal. These voter-approved measures, along with drainage fee increases adopted last year and the State gasoline tax increase, have increased annual funding for streets maintenance, parks improvements and drainage system infrastructure by more than $1.4 million annually.

My Proposed Budget assumes no property tax increase. In fact, the intent is to decrease the property tax rate slightly to offset a corresponding property tax levy by the newly created South Davis Metro Fire Service Area, which assumes responsibility for fire and EMS services from the South Davis Metro Fire Agency as of July 1, 2016.

In the Enterprise Funds, the City Council has approved a fee increase for green waste curbside collection—effective with the July 2016 billing—but user fees for regular household garbage collection and curbside recycling service do not increase. I have proposed increases in culinary water user fees to pay for the replacement of cast iron water mains, which otherwise will break with greater frequency in years to come. See additional explanation later in this Budget Message.

General Fund Revenues

The three largest sources of tax revenue for the General Fund are sales tax, property tax and the Energy Sales and Use Tax. As represented by the enclosed graph (page ix), the City's **sales tax** revenues decreased dramatically beginning in 2008 due to the recession. The graph shows sales taxes actually received from FY 2003 through FY 2015. The graph also shows the projection made in 2008 of what staff expected the City would receive in sales tax revenues based on the assumption of a conservative 3% increase per year. The graph depicts the disparity between the projection and actual revenues during that period of time. Sales tax revenue bottomed out and began increasing again in FY 2011. In my FY 2017 Proposed Budget, I am projecting sales tax revenues will increase 6% over FY 2016, based on projections provided by the Utah League of Cities & Towns economist.

Property tax revenue has not kept up with inflation. Centerville City Councils have chosen not to raise the property tax rate through a Truth-in-Taxation process for more than 20 years. This means the total property tax amount received year by year did not increase as property values increased and was not adjusted upward for inflation. Therefore, as property values increased, the property tax rate levied by Centerville City decreased from 0.002582 in 1994 to 0.001088 in 2015. The only increase in the amount of property taxes the City received during that period was attributable to new development.

To illustrate the impact of inflation on this approach to property taxation, Staff analyzed the 10-year period from FY 2003 to FY 2013. If property taxes had been keeping up with the CPI—a generally accepted measure of inflation–during those ten years, the City would have collected an additional $200,000 in FY 2013 from the tax base that existed in FY 2003. Centerville City's portion of the total property tax rate affecting Centerville residents was only 8% in 2015. On a $250,000 home, this is about $150 per year.

The other major tax revenue source in the General Fund—**Energy Sales and Use Tax**—fluctuates from year to year depending on the collective energy usage within the community. This tax is applied to the monthly bills for electric power and natural gas. In 2013, the City Council increased the rate from 5% to 6% (same rate as all Davis County cities except one) to provide more funding for street maintenance.

Transportation Funding

The **Class C Road Fund** revenue is that portion of the gasoline tax collected by the State that is distributed among Utah cities to be used for street maintenance. The amount of Class C revenue received by Centerville City in FY 2015--$482,916–was similar to the $476,340 received in FY 2003, yet the cost of asphalt products has doubled. In other words, during that 12-year period, the purchasing power of the City's share of this revenue has been cut in half.

Fortunately, in 2015 the State Legislature passed HB 362, increasing the gasoline tax beginning in January 2016. This will generate an estimated $90,000 more per year for Centerville. HB 362 also authorized a county to impose a ¼ cent "transportation sales tax"—if approved by the voters—which was approved by Davis County voters in November 2015. This will provide about $315,000 more per year for Centerville. Although it can be used for a variety of transportation purposes, I am assuming it will be used primarily for streets maintenance. I recommend all of the Class C Road Fund revenue and Transportation Sales Tax revenue be deposited into a new **"Transportation Projects Fund"** where the specific use of these funds can be budgeted and easily tracked over time. In addition, I recommend $210,000 be transferred from the General Fund into this new Fund, bringing the total funding for FY 2017 transportation projects to $1.1 million. Funding for daily street maintenance activities—such as pothole patching, snowplowing, streetlights, etc.—continues to be budgeted in the General Fund.

RAP Tax Revenue

In November 2015 Centerville voters approved the renewal of the Recreation, Arts & Parks Tax, a 1/10th cent sales tax. This renewal became effective April 1, 2016. Prior to that date, 90% of the RAP Tax revenue was used to pay debt service for the Davis Center for the Performing Arts (home of CenterPoint Legacy Theatre). The City Council's intent is to use most of this revenue during the next 10-year reauthorization period for parks infrastructure maintenance and improvements.

The City needs to increase its investment in parks infrastructure, both existing and new. The current version of the Parks Capital Improvement Plan totals $6.3 million. Park improvements related to growth are expected to be funded with park impact fees, which the City Council increased in 2013 in connection with an update of the Parks Capital Improvement Plan. However, impact fees (from new development) cannot be used to replace existing park facilities, such as walking paths, playgrounds and restrooms, or make other improvements not eligible for the use of impact fees. Funding for these purposes has been essentially non-existent since FY 2008. With voter approval of the RAP Tax renewal, however, the City Council has a revenue source to budget specifically for parks infrastructure maintenance/improvements or other eligible uses defined in State law.

I recommend a new **"RAP Tax Fund"** be created for budgeting and tracking the specific uses of this revenue over time. The RAP Tax revenue estimate for FY 2017 is about $375,000. The last three months of FY 2016 (April – June) will generate another $80,000 that can be used in FY 2017. Considering the magnitude of the need identified in the Parks Capital Improvement Plan, I anticipate the City Council will allocate most of this funding towards that Plan—which prioritizes the completion of the Community Park expansion, renovation of Island View Park, and replacement/repair of existing amenities in several City parks. However, I do recommend in my Proposed Budget that $8,800 be used to provide the match for a State grant for improvements to the Whitaker Museum building, which is an eligible use. Maintenance of the Davis Center for the Performing Arts or support for its tenant, CenterPoint Legacy Theatre, are also eligible uses. At this time, other than the $8,800 mentioned above, the RAP Tax revenues estimated for the last three months of FY 2016 and all of FY 2017 are shown in a lump sum in the Proposed Budget, to be allocated at some point by the City Council.

<u>New Funding Source for Fire/EMS Services</u>

Funding for Fire & Emergency Medical Services deserves some explanation in this Budget Message. The South Davis Metro Fire Agency (SDMFA) provides these services to Centerville. The City's annual assessment for these services continues to increase yearly and is now about $900,000 per year. This is the equivalent of about 90% of the property tax revenues in the General Fund. In 2016 the City Council recognized the need to convert the SDMFA to a taxing entity and supported the creation of a new governmental entity with its own taxing authority—the South Davis Metro Fire Service Area—which takes over the fire and EMS operations as of July 1, 2016. The impetus for creating a new taxing entity was to provide a means of financing significant capital needs that could not otherwise be funded without substantial increases in assessments to member entities. The largest of these capital needs is the replacement of the Centerville fire station. The intent is for the member entities (five cities and Davis County) to continue funding the operational budget with member assessments, ambulance fees and County paramedic funding, but to shift the burden of future capital expenditures to the property tax that will be levied by the new Fire Service Area Board.

The Board is expected to establish the initial property tax levy at 0.00001 and then increase it in subsequent years, as needed, to fund capital needs and pay for current debt that cannot be retired with fire impact fees. To offset this initial tax levy by the Fire Service Area, **I recommend the Centerville City tax levy be reduced as needed to offset the impact to Centerville's taxpayers.** In subsequent years, the Fire Service Area Board of Directors will have to hold "Truth-in-Taxation" hearings before increasing their tax levy. In addition to funding capital needs and retiring debt, as mentioned above, the tax levy could also be used to fund staffing level increases in the future so that member assessments increase only incrementally each year.

<u>Enterprise Services and Funding</u>

The City provides drainage utility, solid waste collection and culinary water services using the enterprise approach. In other words, these services are fully funded with user fees. The Proposed Budget includes two user fee increases in FY 2017—one for green waste curbside collection and the other for culinary water.

<u>Drainage Utility</u> – Monthly user fees to maintain the City's drainage system are known as "drainage utility" and "subsurface drain" fees. The increases adopted in 2015 are providing approximately $650,000 per year to fund an ambitious capital improvement/replacement program recommended in the latest update of the Drainage Master Plan. More than $6 million in drainage projects—mostly replacement of existing drainage infrastructure—will be funded over the next 10 years using a pay-as-you-go approach. The replacement of drainage pipes will be coordinated with street repaving work as much as reasonably possible. Beginning in FY 2017, I recommend the portion of the drainage utility revenue earmarked for capital projects be transferred into the Storm Drain Capital Improvement Fund (SDCIF) where its use can be more easily tracked along with storm drain impact fees.

$140,000 is earmarked in the SDCIF for construction of a "washout" or "decant" building. Tougher Federal and State stormwater regulations now require cities to prevent the pollutants from washing vehicles and equipment to enter the drainage system. These pollutants (debris) must be collected and disposed of properly. A 2015 State audit of the City's compliance with these regulations is the basis for including the decant building in the Proposed Budget.

Solid Waste Collection – The City has extended its contract with Ace Disposal for two more years for curbside pickup of household garbage, recyclables and green waste. There will be no increase in user fees for household garbage and recyclables. However, **customers using the green waste pickup service (i.e. green container) will pay $7.40 per month (beginning in July) instead of the current rate of $6.16.**

Culinary Water – Over the past year, the Public Works Director and City Engineer updated the water system capital plan, focusing particularly on the replacement of water mains. The older area of the City has many miles of cast iron water mains that are coming to the end of their expected life. Breaks in these pipes cause costly damage to roads and interrupt water service to customers. Staff have coordinated these water main replacements with street repaving/reconstruction plans over the next 20 years so that, as much as practical, cast iron pipes are replaced at the same time as the street work is done, thereby reducing overall project costs as well as the road damage caused by breaks in cast iron pipes. As mentioned above, storm drain replacements are also being coordinated with street projects. In addition, staff are working with other utility providers (irrigation, natural gas, etc.) to persuade them to replace their facilities, if needed, at the same time road work is done.

Funding the replacement of water mains over the next 20 years—and to keep up with the impact of inflation on water system O&M costs--will require a cumulative water rate increase of about 35% over the next five years. The City Council is currently studying several rate increase scenarios that would provide the needed funding in a series of smaller annual rate hikes. **The Proposed Budget for FY 2017 assumes a 10% water rate increase in the first year**, but this is subject to change by the City Council.

Personnel Costs

There are **two new full-time positions** in my Proposed Budget. One is a civilian position in the Police Department that would support the Patrol and Investigative Divisions, oversee the Crossing Guards and relieve existing employees of some of their Emergency Management duties. This employee would be the Evidence Custodian, thereby giving detectives more time for investigative activities. This employee would also assist patrol officers with the compiling of reports, videos, evidence and other data needed for felony court cases—thereby allowing officers more time to patrol and answer calls.

I also support the recommendation of the Public Works Director to hire an employee with special skills relating to the City's water system. This hire would be a key step in "succession planning" for the anticipated retirement of the Director within the next three years. The intent is to hire someone who has the knowledge and skills to learn and understand the complexities of operating, trouble-shooting and repairing the electrical and hydraulic systems associated with wells, pump stations and storage reservoirs. The first year would be a period of intensive training working directly with the Public Works Director. I am hopeful that after the first year—in connection with the retirement of the Streets Division Supervisor—the total workforce size for the Public Works Department can be adjusted back to its current level by rebalancing the workforce between the Streets and Water Divisions. If this can be done, most of the cost impact of this new position will be limited to one year.

The Proposed Budget includes funding for pay raises, to allow employees to progress within their pay ranges. The Utah economy continues to gain strength, putting upward pressure on wages in a more competitive job market. I have not yet conducted the research necessary to make an informed recommendation regarding pay raises. However, to create a placeholder for funding such raises, I have earmarked in the Proposed Budget a sum that would fund an average pay raise of 3%, plus a 0.5% bonus pool to recognize "sustained, outstanding performance". Centerville City's compensation plan does not include "cost-of-living adjustments", or COLAs. There are no step increases within the pay ranges. Pay raises would vary, depending on an employee's performance and placement within the pay range. The City Council needs to approve guidelines for this year's pay raises, which will be one of the subjects in a work session prior to adoption of the Final Budget.

Capital Projects and Equipment

Beginning on page x, I have identified department head requests for equipment and projects (exceeding $1,000) and which of these requests are included in my Proposed Budget. The total of all capital expenditures funded in the Proposed Budget is about $3.5 million, excluding the Redevelopment Agency.

Long-Term Financial Obligations

The City has the following long-term financial obligations: 1) repayment of water revenue bonds; 2) an annual pledge for UTOPIA; and 3) repayment of bonds issued for construction of the Davis Center for the Performing Arts. The Proposed Budget includes the payments due in FY 2017 for each of these obligations.

Water Revenue Bonds – The City issued water revenue bonds in 2012 for water system improvements. This bond issue included $2.1 million in new borrowing and refunded the existing debt of $2.1 million (relating to water system and drainage projects completed earlier). The debt service requirements will be paid entirely from Water Fund revenue and Drainage Utility fees.

UTOPIA – The City began paying its sales tax pledge for UTOPIA in January 2010. The following funding sources are being used to pay most of the annual pledge:

- **Reimbursement from the RDA to the General Fund for Freedom Hills Park construction.** This park was eligible for funding from the RDA's additional tax increment (i.e., "haircut"), which currently generates about $195,000 per year. Other City funds, however, were used to complete the park sooner; therefore, the RDA's additional increment is now flowing to the City as repayment and is being used for the UTOPIA obligation.
- **Freed up debt service capacity in the General Fund.** The General Fund had an annual debt service obligation of about $160,000 for the City Hall building until 2012, when that debt was retired. Therefore, this sum is now being applied towards the UTOPIA obligation.

The FY 2017 pledge amount is $462,953. After taking into account the sources mentioned above, an additional amount of $107,953 is allocated from General Fund revenues in FY 2017 to provide this total amount. See Capital Projects Fund for the budget relating to the UTOPIA annual pledge payment (page 56).

Davis Center for the Performing Arts – Construction of this $14.3 million regional performing arts facility was completed in 2011 and is owned by the Redevelopment Agency of Centerville. Debt service for this facility has been paid from four sources: 1) RAP tax approved by voters in Centerville and Bountiful; 2) RDA tax increment (i.e., property taxes from the businesses in the Redevelopment Project Area); 3) Davis County tourism taxes; and 4) private donations. The payment of this debt is shown in the Debt Service Fund section of the Proposed Budget on page 49 under the category of "Sales Tax Revenue Bonds – 2009". Although sales taxes were pledged as the security for these bonds, debt service has been paid entirely from the sources identified above. As noted earlier in this Budget Message, as of April 1, 2016, RAP Tax revenue is no longer being collected for this purpose. The annual debt service amount drops dramatically from $1,657,088 in FY 2016 to $593,012 in FY 2017 and all remaining debt service will be paid with RDA tax increment until the bonds are fully retired in FY 2021.

Redevelopment Agency

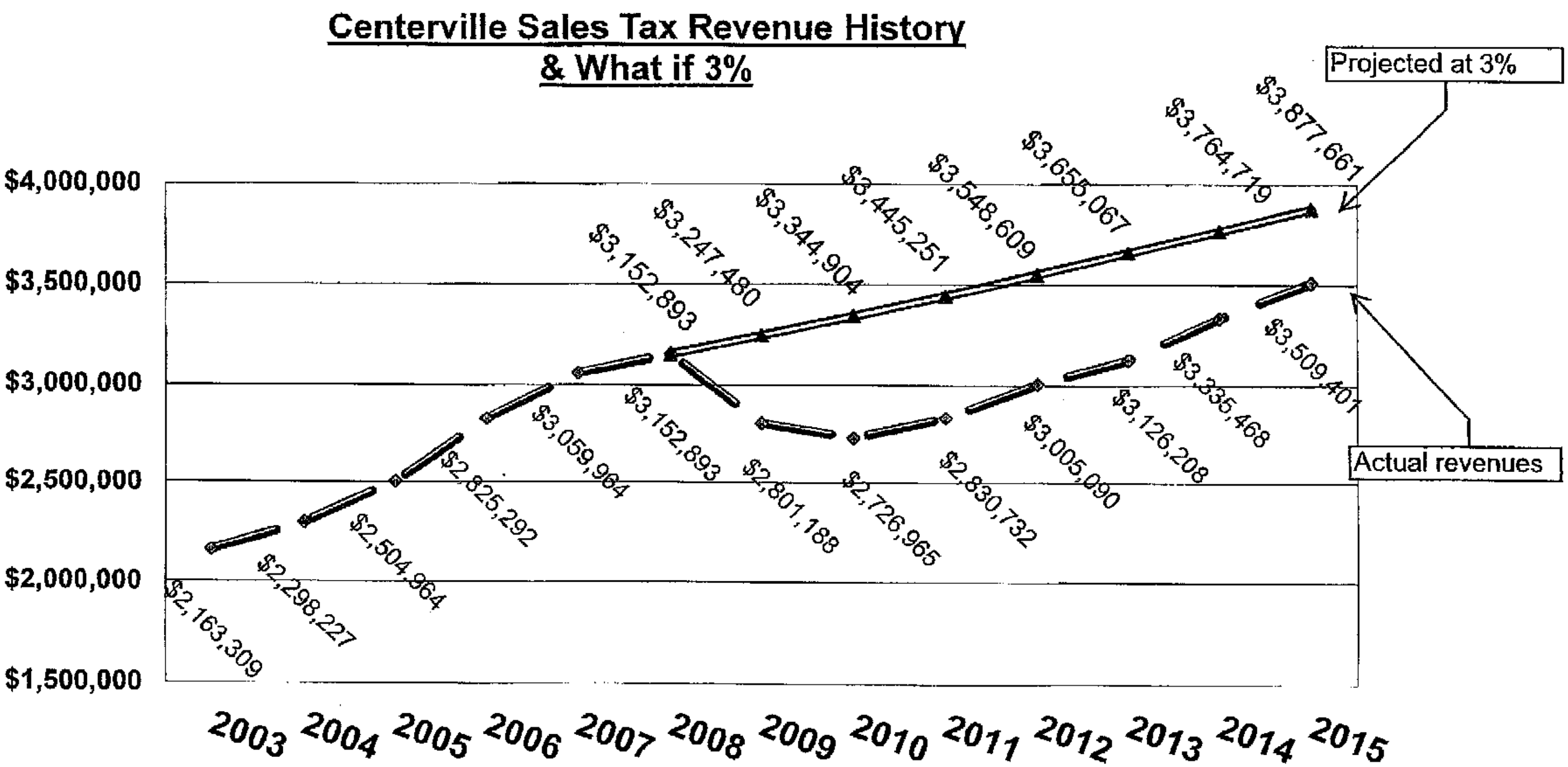
The Centerville Redevelopment Agency (RDA) is a separate legal entity created under State law for the purpose of assisting in the redevelopment of under-developed areas in the City. The City Council serves as the RDA Board of Directors. The RDA's Budget is included in the total Budget document, but is subject to its own public hearing and adoption process.

The source of revenue for the RDA Fund is the property tax "increment" (or increase) created by increasing the taxable property value in each "Project Area" through redevelopment activities. The RDA is entitled to use a portion of the new property tax revenues for legitimate purposes identified in State law – such as public infrastructure (roads, utilities, etc.) in the Project Area, public amenities, or financial assistance to developers. Up to 20% can be used for construction or preservation of affordable housing.

The Centerville RDA Proposed Budget is shown on page 68. The RDA currently has three Project Areas: 1) Parrish Lane Gateway Project Area (a traditional Redevelopment Area); 2) Legacy Crossing at Parrish Lane Project Area (a Community Development Area, or CDA); and 3) Barnard Creek Project Area (also a CDA). The biggest current commitment related to the Parrish Lane Gateway Project Area is for debt service for the Davis Center for the Performing Arts, explained earlier in this Budget Message. In the Legacy Crossing and Barnard Creek CDAs, tax increment flows to developers in the project areas to reimburse them for public infrastructure (roads, water mains, storm drains, etc.) and some private on-site improvements. Some tax increment is also paying for upgraded fencing being installed on the pedestrian bridge and pathway recently constructed along the north side of Parrish Lane.

Summary of Revenues and Expenditures

A summary for all funds in the Proposed Budget is shown on page xii. Summaries of revenues and expenditures for the General Fund are shown on pages xiii and xiv.


Centerville Sales Tax Revenue History
& What if 3%
Projected at 3%
Actual revenues
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
$3,152,893
$3,247,480
$3,344,904
$3,445,251
$3,548,609
$3,655,067
$3,764,719
$3,877,661
$2,163,309
$2,298,227
$2,504,964
$2,825,292
$3,059,964
$3,152,893
$2,801,188
$2,726,965
$2,830,732
$3,005,090
$3,126,208
$3,335,468
$3,509,401

ix

Capital Equipment & Projects, One Time Funding
FY 2016-2017 (over $1,000)

	Department Request	Proposed	Approved	Notes	Page #
City Council					
Mitigation fund (re-appropriation)	$5,000	$5,000			6
Deer mitigation (re-appropriation)	$5,000	$5,000			6
Attorney					
Laptop & software	$5,000	$3,000			9
Subdivision Ordinance (re-appropriation)	$10,000	$10,000			9
Finance					
Misc. Replacements -IT	$7,000	$7,000			10
Network	$8,000	$8,000			10
Police					
4 Replacement vehicles (3 funded)	$158,000	$123,000			17
5 Laptops w/printers	$12,500	$12,500			17
8 Portable Radios	$22,500	$22,500			17
Tasers warranty and replacement plan	$6,120	$6,120			17
Evidence camera	$2,500	$2,500			17
8 bay carport	$18,750	$0			17
Door controller	$2,500	$2,500			17
Gun safe replacement	$3,000	$0			17
Liquor Law funds					
Emergency equipment	$2,700	$2,700			18
3 Radars (replacements)	$10,000	$10,000			18
Streets					
Bobtail truck	$90,000	$0			25
Plow retrofit	$10,000	$0			25
550 4x4 dump truck with plow	$60,000	$0			25
Brush chipper	$38,000	$38,000			25
Salt storage rack	$10,000	$0			25
Backhoe change out	$1,600	$1,600			25
Lease payment (10 wheeler)	$43,626	$43,626			25
Street projects (transer to Transportation Fund)	$210,000	$210,000			43
GIS					
Laptop	$3,500	$3,500			27
Parks					
Snow plowing machine	$30,500	$30,500			30
Flat bed with plow	$48,000	$48,000			30
Lawn sweeper	$31,000	$0			30
Riding mowers	$24,000	$0			30
Power equipment replacement	$5,000	$5,000			30
Chipper (funded in streets)	$38,000	$0			30
Banner bracket storage and equipment	$3,000	$3,000			
Backhoe change out	$5,000	$5,000			30
City Hall Building					
Carpet extractor/RotoVac	$6,000	$6,000			34
Misc. paint carpet repair	$6,000	$3,000			34
Exterior LED lighting conversion	$10,000	$10,000		$2,000 grant	34
Digital HVAC controls	$11,000	$11,000		$11,000 WF	34
PW Building					
Shop lift upgrade	$29,500	$0			
Community Development					
Consultants	$10,000	$10,000			39
Subtotal General Fund	$1,002,296	$648,046			
Street projects	$210,000	$210,000			
Equipment	$792,296	$438,046			

Capital Equipment & Projects, One Time Funding
FY 2016-2017 (over $1,000)

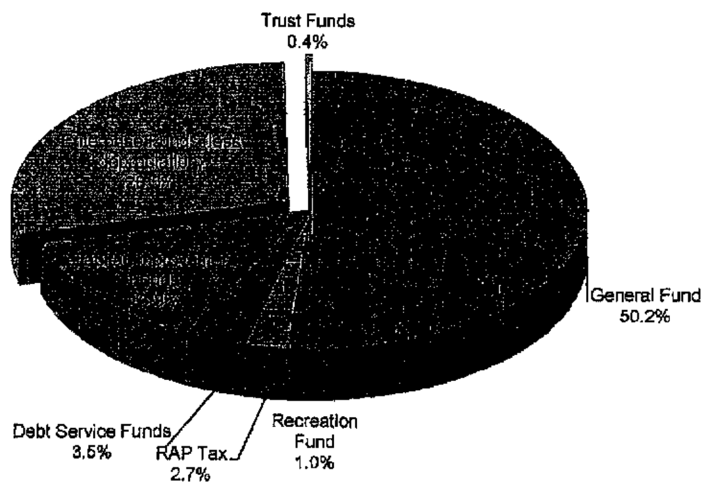
	Department Request	Proposed	Approved	Notes	Page #
RAP Tax					
Whitaker building projects	$8,800	$8,800			48
Potential RAP projects	$446,200	$446,200			48
Storm Drain Capital Improvement					
Drainage projects	$513,852	$513,852			52
Washout building	$140,000	$140,000			52
Parks Capital Improvement Fund (Impact fees)					
Misc. projects	$148,519	$148,519			53
Transportation ProjectsFund					
Projects	$1,101,000	$1,101,000			55
Water Fund					
Line locator	$3,800	$3,800			59
Tool replacement	$2,000	$2,000			59
Battery change out - telemetry system	$3,500	$3,500			59
Balloon light	$2,000	$2,000			59
Power energy logger 1735	$4,000	$0			59
Computer replacement for Randy	$2,000	$2,000			59
Telemetry upgrades	$15,000	$15,000			59
Backhoe change out	$1,600	$1,600			59
New truck (Randy)	$38,000	$38,000			59
Generator	$17,000	$0			59
Air compressor	$25,000	$0			59
Digital HVAC controls (City Hall)	$11,000	$11,000		$11,000 GF	59
Projects					
Moving meters to curb	$15,000	$15,000			59
PRV repair	10,000	10,000			59
Energy upgrade	5,000	5,000			59
Mag meters at well and boosters	8,000	8,000			59
Radio read meters for commercial units	45,000	45,000			59
Duncan spring filtration plant	60,000	0			59
Misc. projects - laterals, etc.	150,000	150,000			59
Development projects	150,000	150,000		funded by developers	59
Sanitation Fund					
Can Purchase	$10,000	$10,000			60
Spring cleanup	$30,000	$30,000			60
Drainage Utility					
Utilisync	$2,400	$2,400			61
3/4 ton truck	$35,000	$0			61
Grate retrofits	$4,500	$4,500			61
Whitaker					
Laptop	$1,000	$1,000			65
Story begins here DVD ($3,000 fund raising)	$6,000	$6,000		$3,000 fund raising	65
Archival digitization	$5,000	$5,000		$3,000 grant	65
Building projects	$15,150	$15,150		$6,350 in grants/$8,800 RAP tax	65
Subtotal Other Funds	$3,035,321	$2,894,321	$0		
Total (excluding RDA)	$4,037,617	$3,542,367	$0		

Fiscal Year 2016-2017
Budget Summary
All Funds
(excluding RDA)

Fund Type	Department Request	Proposed	Adopted
Revenues			
General Fund	$8,616,870	$8,616,870	$0
Recreation Fund	$176,000	$176,000	$0
RAP Tax	$455,000	$455,000	$0
Debt Service Funds	$593,012	$593,012	$0
Capital Improvement Funds	$2,331,324	$2,366,324	$0
Enterprise Funds	$5,008,250	$5,008,250	$0
Trust Funds	$60,331	$60,331	$0
Total Sources	**$17,240,787**	**$17,275,787**	**$0**

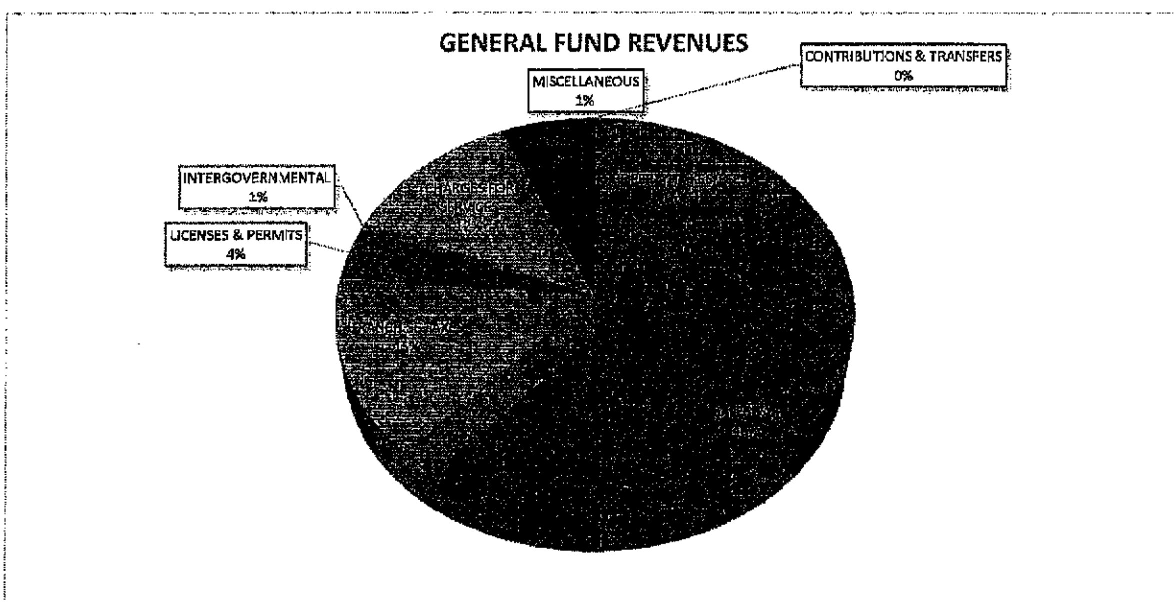
Expenditures			
General Fund	$8,953,986	$8,616,870	$0
Recreation Fund	$176,000	$176,000	$0
RAP Tax	$455,000	$455,000	$0
Debt Service Funds	$593,012	$593,012	$0
Capital Improvement Funds	$2,331,324	$2,366,324	$0
Enterprise Funds (less depreciation)	$5,004,192	$4,896,692	$0
Trust Funds	$60,331	$60,331	$0
Total Expenditures	**$17,573,845**	**$17,164,229**	**$0**
Revenue over/under expenditures	-$333,058	$111,558	$0

FY 2016/17 Expenditures by Fund (includes transfers)



General Fund Revenues
Summary By Category
FY 2016-2017 Budget

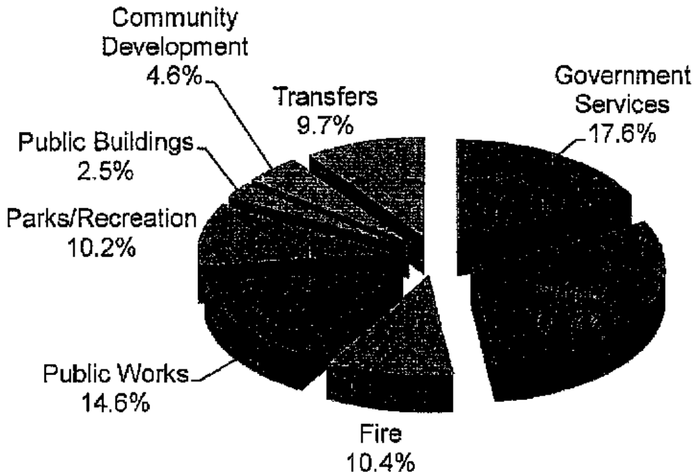
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 6 MONTH ACTUAL	2015-16 12 MONTH ESTIMATE	2015-16 BUDGET	2016-17 PROPOSED	2016-17 ADOPTED
PROPERTY TAXES/FEES	$1,079,671	$1,071,400	$883,051	$1,150,826	$1,291,238	$1,330,750	$0
SALES TAX	$3,335,468	$3,509,401	$1,815,735	$3,725,995	$3,750,500	$3,977,500	$0
FRANCHISE TAXES	$1,177,551	$1,170,033	$551,744	$1,263,650	$1,368,850	$1,266,000	$0
LICENSES & PERMITS	$338,970	$246,072	$282,695	$441,400	$358,075	$360,875	$0
INTERGOVERNMENTAL	$523,258	$650,671	$309,069	$602,070	$549,800	$46,250	$0
CHARGES FOR SERVICES	$887,959	$962,808	$408,881	$971,925	$997,175	$1,050,175	$0
FINES	$468,323	$493,568	$295,039	$515,000	$535,000	$515,000	$0
MISCELLANEOUS	$73,773	$32,956	$13,416	$79,000	$50,250	$43,250	$0
CONTRIBUTIONS & TRANSFERS	$179,352	$20,651	$0	$1,500	$2,000	$2,000	$0
TOTAL REVENUES	$8,064,325	$8,157,560	$4,559,630	$8,751,366	$8,902,888	$8,591,800	$0
BOND PROCEEDS							
DESIGNATED FUND BALANCE							
USE OF FUND BALANCE/OTHER	$0	$0	$0	$0	$152,000	$25,070	$0
TOTAL SOURCES OF REVENUE	$8,064,325	$8,157,560	$4,559,630	$8,751,366	$9,054,888	$8,616,870	$0



GENERAL FUND EXPENDITURES FY 2016-2017

	2013/14 Actual	2014/15 Actual	2015/16 Budget	Department Request	2016/17 Proposed	Approved Budget
Government Services	$1,330,015	$1,379,526	$1,520,159	$1,482,466	$1,517,375	$0
Police	$2,380,292	$2,483,733	$2,612,441	$2,672,967	$2,613,092	$0
Fire	$813,604	$821,730	$878,460	$900,000	$900,000	$0
Public Works	$2,238,519	$2,043,805	$1,969,754	$1,438,521	$1,254,371	$0
Parks/Recreation	$750,442	$852,688	$880,794	$974,474	$880,474	$0
Public Buildings	$223,711	$207,479	$284,465	$247,776	$215,276	$0
Community Development	$339,019	$341,671	$390,179	$399,879	$396,379	$0
Transfers	$335,361	$367,526	$518,602	$837,903	$837,903	$0
Total General Fund Expenditures	**$8,410,963**	**$8,498,158**	**$9,054,854**	**$8,953,986**	**$8,616,870**	**$0**

General Fund Expenditures



Centerville City Prosecutors
Ryan T. Perkins
Brandon L. Poll
Richard L. Larsen

March 23, 2016

Centerville City
C/O Steve Thacker, City Manager
250 N. Main Street
Centerville, UT 84014

As Centerville City Prosecutors we have enjoyed several years of partnered service with Centerville City. Centerville City provides a unique service to its citizens by maintaining a court with evening hours. We look forward to maintaining our relationship with the City by providing continued prosecution services and working to foster a safe and orderly community.

The City is currently paying for prosecution services at rate of $75 per hour. In 2011 we proposed to the City that the hourly rate be increased to $90 per hour. The City approved an increase to the current $75 per hour rate but suggested that we return in a year or two with another request. Five years have passed and we have reviewed the compensation rate of other contractual city prosecutors in the surrounding area and found the average going rate to be no less than $100 per hour. Many of the cities pay a flat rate for their prosecution services; therefore, an hourly rate is difficult to determine in those instances. However, pro tem prosecutors routinely receive $100 per hour for conflict coverage. If the City would prefer a monthly flat rate for prosecution services, we would be happy to put forth a proposal.

We are happy to discuss this request further if desired. We appreciate our continued relationship with Centerville City.

Respectfully,

Ryan Perkins

Ryan T. Perkins

Brandon L. Poll

Richard L. Larsen

City	Pay	Amount	Yearly Case Load
Centerville	Hourly	$75.00/hour $20,062.50/2015	3,133 traffic cases for 2015 318 criminal cases for 2015 (Source: Tamara Smith) *Court-liason assists prosecutors
North Salt Lake	Flat Rate	$3,200/month $38,400/year	3,021 traffic cases for 2015 191 Criminal cases for 2015 (Source: Jodi Fielding) * No secretary provided
West Bountiful	Flat Rate	$2,000/month $24,000/year	1073 traffic cases for 2014 76 criminal cases for 2014 (Source: Davis County Justice Court) *No secretary provided
Woods Cross	Flat Rate	$2,000/month $24,00/year	2,312 traffic cases for 2015 142 criminal cases for 2015 (Source: Michelle Rowley) *Court clerk assists
Farmington	Flat Rate	$5500/month (Uncertain)	3,474 total cases for 2014 (Source: Davis County Justice Court) * Unsure of secretary status
Kaysville	Unknown	City budgets 150K for atty services	1,850 traffic cases for 2014 181 criminal cases for 2014
South Weber	Flat Rate	$500/month	656 Traffic cases for 2015 43 criminal cases for 2015 (Source: Laurie Sorenson) *Unsure of secretary status
Clinton	Flat Rate	$1,425/Month Plus additional when Court adds days. In state of flux...	1,787 traffic cases for 2015 278 criminal cases *Secretary provided by city

Pro Tem or Conflict Rates

South Ogden	Flat Rate	$200/each court (Est. 1 to 2 hours) (Source: Joan Toone)
Clearfield City	Hourly	$100/hour
Bountiful City	Hourly	$100/hour

Add effective date

AGREEMENT FOR PROSECUTING ATTORNEY

THIS AGREEMENT is made and entered into this 21st day of June, 2011, by and between Centerville City, a municipal corporation, 250 North Main Street, Centerville, Utah, 84014, hereinafter the "City," and [redacted] Perkins, an individual, hereinafter "Attorney."

WITNESSETH:

WHEREAS, the City desires to retain the legal services of Attorney as a prosecuting attorney for the City in prosecuting criminal actions brought by the City upon the terms and conditions set forth herein; and

WHEREAS, Attorney desires to perform legal services for the City as a prosecuting attorney upon the terms and conditions set forth herein; and

WHEREAS, the parties desire to reduce their agreement regarding services to be provided the City by Attorney to writing;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. Compensation. Compensation shall be based upon necessary in-court time at the rate of seventy-five dollars ($75.00) per hour or fifteen dollars ($15.00) per twelve (12) minute increment. The Attorney shall maintain an accurate record of in-court time. In-court time means the time necessary for Attorney to be at the building where proceedings in the City Justice Court are conducted, and includes time waiting for witnesses and defendants. Compensable time shall be measured in hours and twelve (12) minute increments. Time devoted by the Attorney to advising and training City peace officers, which is not in-court time, shall not be compensable. Likewise, Attorney agrees to donate time at crime scenes, riding with officers, telephone calls related to prosecution of City cases, and such other out-of-court service rendered. Time devoted to appellate work shall be compensable. However, Attorney shall not charge and the City shall not pay for time devoted to appellate work, excluding De Novo appeals, unless approved in advance by the City Manager.

2. Independent Contractor. Attorney is licensed to practice law in the state of Utah and holds himself out as a professional provider of legal services, capable in all respects of performing the work specified in this Agreement. Attorney is retained as an independent contractor and is responsible for withholding taxes, FICA and other payments as required by law.

3. Conflict of Interest. Attorney represents that he has undertaken a thorough inquiry as to whether he has any conflict of interest that causes or may foreseeably cause a conflict which would prohibit or impair Attorney's ability to represent the City under this Agreement. Attorney assures the City that Attorney will undertake representation of the City in accordance with the ethical considerations of the Utah Rules of Professional Conduct. Attorney may make arrangements, on occasion, for substitute counsel in case of conflict of interest or scheduling, as approved by the City.

4. Ownership of Materials. It is agreed that the City shall own all documents, memoranda, briefs, pleadings, files, etc., which Attorney prepares pursuant to performance of services under this Agreement. Attorney shall turn over to the City all such documents upon termination of services. However, Attorney shall be permitted to keep copies of said materials for his own office file and use which does not deviate from Attorney's professional responsibility to the City or the Utah Government Records Access and Management Act.

5. Confidentiality of Information. Information obtained and prepared by the Attorney under this Agreement shall be considered to be confidential and shall not be made available to any individual or organization by the Attorney without prior approval of the City.

6. Non-Assignability. The parties have entered into this Agreement on the basis of Attorney's qualifications and the particular nature of the services to be rendered by Attorney. Unless otherwise provided herein, neither party may assign any right or delegate any duty arising under this Agreement.

7. Termination of Agreement. This Agreement may be terminated at any time by the City or the Attorney. In the event of termination, the City will be obligated to compensate only for services actually rendered according to the terms of this Agreement.

8. Entire Agreement. This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter contained in this Agreement. Except as provided herein, all prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are superseded by and merged in this Agreement. No supplement, modification or amendment of this Agreement shall be binding unless it is in writing and executed by both parties.

9. Severability. If any section, clause, sentence or portion of this Agreement is declared for any reason to be invalid or unenforceable, the invalidity or unenforceability of such portion shall not affect the validity of any of the remaining portions and the same shall be deemed in full force and effect as if this Agreement had been executed with the invalid portions eliminated.

IN WITNESS WHEREOF, the parties sign the foregoing Agreement through appropriate and authorized representatives on the date first noted above.

"CITY"
CENTERVILLE CITY

[signature]
Mayor

ATTEST:
Marilyn Holje
City Recorder

"ATTORNEY"

Ryan Perkins

Ryan Perkins

ATTORNEY'S ACKNOWLEDGMENT

STATE OF UTAH)
: ss
COUNTY OF DAVIS)

On this 6th day of July, 2011, personally appeared before me, Ryan Perkins, who being duly sworn by me did say he signed the foregoing Agreement in his individual capacity and executed the same.

Suzanne S. Canning

Notary Public

My Commission Expires: 5-27-2014

Residing at: Farmington, UT

SUZANNE S. CANNING
Notary Public State of Utah
My Commission Expires on:
May 27, 2014
Comm. Number: 582880

NOTE: This is the compensation information for the current fiscal year. The City Manager will recommend revisions at the work session for fiscal year 2017

ORDINANCE NO. 2015-13

AN ORDINANCE AMENDING AND ADOPTING THE CENTERVILLE CITY SALARYADMINISTRATION GUIDELINES, POSITION PAY GRADE SCHEDULE AND SALARY SCHEDULE.

WHEREAS, the City Council has previously prepared and adopted the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule; and

WHEREAS, the City Council has reviewed the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule and has held appropriate public hearings regarding the same; and

WHEREAS, the City Council desires to amend, update and adopt the Centerville City Salary Administration Guidelines, Position Pay Grade Schedule and Salary Schedule as more particularly set forth herein for the purpose of providing guidelines for employee pay raises in FY 2016 effective with the payroll period beginning July 5, 2015;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Adoption.** The "Centerville City Salary Administration Guidelines – FY 2016" is hereby adopted in its entirety as set forth in Exhibit "A," attached hereto and incorporated herein by this reference, for the Fiscal Year 2016, effective with the payroll period beginning July 5, 2015.

Section 2. **Adoption.** The "Centerville City Position Pay Grade Schedule" is hereby adopted in its entirety as set forth in Exhibit "B," attached hereto and incorporated herein by this reference, for the Fiscal Year 2016.

Section 3. **Adoption.** The "Centerville City Salary Schedule" is hereby adopted in its entirety as set forth in Exhibit "C," attached hereto and incorporated herein by this reference, for the Fiscal Year 2016 effective with the payroll period beginning July 5, 2015.

Section 4. **Severability.** If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY, STATE OF UTAH, THIS 16th DAY OF JUNE, 2015.

CENTERVILLE CITY

ATTEST:

____
Marsha L. Morrow, City Recorder

____
Mayor

Voting by the City Council

	"AYE"	"NAY"
Councilmember Averett	______	______
Councilmember Fillmore	______	______
Councilmember Higginson	______	______
Councilmember Ivie	______	______
Councilmember Wright	______	______

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provisions of the U.C.A. 9 10-3-713, as amended, I, the municipal recorder of Centerville City, hereby certify that foregoing ordinance was duly passed by the City Council and published, or posted at: (1) 250 North Main; (2) 655 North 1250 West; and (3) RB's Gas Station, on the foregoing referenced dates.

______________________________ DATE: ________________

MARSHA L. MORROW, City Recorder

RECORDED this _____ day of ______________, 20___.

PUBLISHED OR POSTED this _____ day of ___________, 20___.

EXHIBIT "A"

CENTERVILLE CITY SALARY ADMINISTRATION GUIDELINES – FY 2016

CENTERVILLE CITY
SALARY ADMINISTRATION GUIDELINES – FY 2016

The City's compensation program is designed to compensate employees fairly, to maintain a pay position which is competitive, and to reward for performance. To carry out this philosophy, the City seeks to establish salaries that are fair externally, internally, and individually.

External Fairness

External fairness means employees will be paid fairly compared to people doing comparable work in the local job market area. The City determines fairness by comparing its salaries for certain jobs, such as police officer or secretary, with the salaries other employers pay for those jobs. Those jobs are grouped into levels of pay called salary grades. Each salary grade is assigned a pay range. In order to achieve a competitive advantage in the job market, the City generally bases the midpoint of pay ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market, although this is subject to change by the City Council.

To keep salaries in line with its job market target, the City adjusts its salary ranges using data from local market salary surveys. The salary ranges (i.e., the minimum and maximum of each pay range) that were in effect for FY 2015 will be increased for FY 2016 by 1.0 percent.

Internal Fairness

Internal fairness means that jobs equivalent in value to the City are assigned similar salary grade levels, regardless of the department involved. Each position's salary grade level is based on the job description for that position, so accurate job descriptions are essential. Supervisors should update job descriptions when job duties change significantly and should review them at least annually in conjunction with performance appraisals. If there is a significant difference between the job description and current duties, the supervisor and the employee should normally rewrite the description for review so the City Manager can determine if the job is assigned the correct salary grade level, subject to Council approval. A revised job description does not mean that the assigned salary grade will change, only that it will be reviewed.

Individual Fairness

Individual fairness means an employee will be rewarded for individual performance relative to that of his/her peers. Based on that performance, an employee can move to higher positions in the current salary range or, if the employee earns a promotion, a higher salary range.

Salary Ranges

The City has assigned each job a salary range, with a minimum, midpoint, and maximum salary. The salary range allows employees to receive different salaries based on performance appraisals, levels of experience, and labor market conditions.

Note the following features of salary ranges:

1. Currently the Council's intent is to base the midpoints of salary ranges on the third quartile of the midpoints of pay ranges for related jobs in the job market. This will not be an exact match due to the need to maintain internal equity in the compensation plan.

2. Salary ranges are divided into four equal parts, called quartiles. The lowest salaries are in the first quartile, and the highest salaries are in the fourth quartile. For example, if a job has a minimum annual salary of $30,000 and a maximum of $42,000, the first quartile would range from $30,000 to $33,000; the second quartile would range from $33,000 to $36,000 and so on.

3. Salary ranges overlap extensively, so an experienced, high-performing employee in one grade level can earn the same as or more than a less-experienced or lower-performing employee in a higher grade level.

4. Normally salary ranges move higher each year to keep in line with conditions in the job market. Normally these adjustments do not result in cost-of-living raises for employees; however, the City Council reserves the right to approve cost-of-living increases in lieu of or in conjunction with merit increases.

Merit Increases

At the beginning of the Fiscal Year, an employee may receive a merit increase, or raise. This increase is based on the employee's performance and is affected by the quartile that the employee's salary is in, market salary conditions, and budget availability. The chart below shows the potential raise available in Fiscal Year 2016 (effective with the payroll period beginning July 5, 2015), depending on the employee's performance and where the employee's current salary falls within the pay range assigned to his/her position. **The percentages in this chart are likely to change from year to year. An employee's base pay cannot exceed the maximum of the pay range for his position. Therefore, employees at or near the maximum may not be eligible for the percentages shown in the 4th quartile below.**

	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
Consistently Exceeds Expectations ("sustained outstanding performance")	>3.5%	>3.0%	>2.5%	>2.0%
Meets or Exceeds Expectations	3.0 – 3.5%	2.5 – 3.0%	2.0 – 2.5%	1.5 – 2.0%
Needs Improvement	<3.0%	<2.5%	<2.0%	<1.5%
Seriously Deficient (at risk of Termination)	0%	0%	0%	0%

"Consistently Exceeds Expectations" is funded with a sum equal to 0.5% of the department's salaries (not including the department head). This 0.5% can be used to increase the amount of raise for one or more employees within the department, subject to approval of the City Manager and Mayor and limited by the funding made available by the 0.5%. This means an employee could possibly receive more than a 0.5% additional increment. The 0.5% can also be used to give lump sum bonuses. Bonuses could be given, for example, for the following purposes:

- to recognize sustained outstanding performance by an employee who is at the top of the pay range (i.e., "maxed out")

- to compensate an employee for significant additional responsibility undertaken for a limited period, for which the employee was not otherwise adequately compensated

- to recognize significant efforts by employees to upgrade their knowledge and skills

When using the 0.5% for additional base pay increases, normally this would be for the purpose of rewarding employees who consistently or significantly exceed expectations (i.e., "sustained outstanding performance"), or who have significantly increased their value to the City through education or training beyond that required for their position. However, the 0.5% might also be used to address a salary inequity within a department. A department head may also request permission from the City Manager to use up to 10% of the 0.5% sum for minor incentive awards throughout the fiscal year.

Any part of an employee's pay raise may be delayed or postponed as an incentive to improve performance. Likewise, the 0.5% departmental pool may be used at any time during the fiscal year to fund an additional increase in base pay or to award a lump sum bonus. However, base pay raises given later in the fiscal year and funded by the 0.5% pool would be annualized when determining how much of the 0.5% pool is consumed to fund that raise.

Department heads will be considered as a "department" under the City Manager and Mayor in regard to the guidelines above. In other words, the City Manager and Mayor will decide the amount of raise for each department head, subject to the guidelines and funding limitations. Any base pay increase or lump sum bonus for the City Manager will be determined by the Mayor and City Council.

EXHIBIT "B"

CENTERVILLE CITY POSITION PAY GRADE SCHEDULE

Centerville City
Position Pay Grade Schedule
8/21/2012

Index Code	Department	Job Title	Pay Grade
100	Administration	City Manager	28
105		City Attorney	27
110		City Prosecutor	NC
115		City Engineer	NC
120		Finance Director/Asst. City Manager	25
122		Management Assistant	15
125		City Treasurer	14
130		City Recorder	12
131		Accountant III	14
132		Accountant II	12
133		Accountant I	10
135		Accounting Technician	7
145		Office Technician	3
150		Administrative Secretary	9
151		Secretary III	8
152		Secretary II	6
153		Secretary I	5
200	Community Development	Community Development Director	23
203		Planner II	13
206		Planner I	11
216		Planning & Zoning Technician	9
205		Chief Building Official	17
300	Justice Court	Justice Judge	NC
305		Court Clerk Supervisor	11
310		Court Clerk III	8
311		Court Clerk II	7
312		Court Clerk I	5
400	Parks & Recreation	Parks & Recreation Director	20
405		Parks Supervisor	14
410		Parks Maintenance Specialists III	10
411		Parks Maintenance Specialists II	9
412		Parks Maintenance Specialists I	7
415		Recreation Coordinator	10
420		Building Custodian	5
421		Recreation Instructor	NC

Centerville City
Position Pay Grade Schedule
8/21/2012

Index Code	Department	Job Title	Pay Grade
500	Police	Police Chief	25
505	[redacted]	Assistant Chief/Lieutenant	21
510		Sergeant	17
515		Police Officer III	15
516		Police Officer II	13
517		Police Officer I	12
519		Records/IT Technician	11
518		Records/IT Specialist	13
520		Dispatcher III	10
521		Dispatcher II	8
522		Dispatcher I	6
524		Court Technician/Dispatcher	5
525		Crossing Guard	N/A
600	Public Works	Public Works Director	23
610	[redacted]	Water Supervisor/Deputy Public Works Director	17
611		Drainage Utility Supervisor	14
615		Street Supervisor	15
617		GIS Specialist	13
621		Journey Mechanic	11
622		Apprentice Mechanic	10
625		Water Maintenance Operator III	12
626		Water Maintenance Operator II	10
627		Water Maintenance Operator I	8
630		Street Maintenance Operator III	12
631		Street Maintenance Operator II	10
632		Street Maintenance Operator I	8
640		Meter Reader	7
645		Laborer	6

EXHIBIT "C"

CENTERVILLE CITY SALARY SCHEDULE

Centerville City Salary Schedule 7/5/2015

Grade	First Quartile Min			Second Quartile		Midpoint	Third Quartile			Fourth Quartile		MAX
1	$10.53	to	$11.72	$11.73	to	$12.90	$12.91	to	$14.09	$14.10	to	$15.27
2	$11.06	to	$12.31	$12.32	to	$13.55	$13.56	to	$14.80	$14.81	to	$16.04
3	$11.63	to	$12.94	$12.95	to	$14.25	$14.26	to	$15.55	$15.56	to	$16.86
4	$12.22	to	$13.59	$13.60	to	$14.97	$14.98	to	$16.34	$16.35	to	$17.72
5	$12.83	to	$14.27	$14.28	to	$15.71	$15.72	to	$17.16	$17.17	to	$18.60
6	$13.48	to	$15.00	$15.01	to	$16.51	$16.52	to	$18.03	$18.04	to	$19.55
7	$14.17	to	$15.76	$15.77	to	$17.35	$17.36	to	$18.95	$18.96	to	$20.54
8	$14.88	to	$16.56	$16.57	to	$18.23	$18.24	to	$19.91	$19.92	to	$21.58
9	$15.63	to	$17.39	$17.40	to	$19.15	$19.16	to	$20.91	$20.92	to	$22.67
10	$16.42	to	$18.27	$18.28	to	$20.12	$20.13	to	$21.97	$21.98	to	$23.82
11	$17.26	to	$19.20	$19.21	to	$21.14	$21.15	to	$23.08	$23.09	to	$25.03
12	$18.13	to	$20.17	$20.18	to	$22.21	$22.22	to	$24.25	$24.26	to	$26.29
13	$19.04	to	$21.19	$21.20	to	$23.33	$23.34	to	$25.47	$25.48	to	$27.62
14	$20.01	to	$22.26	$22.27	to	$24.51	$24.52	to	$26.76	$26.77	to	$29.01
15	$21.02	to	$23.39	$23.40	to	$25.75	$25.76	to	$28.11	$28.12	to	$30.48
16	$22.09	to	$24.58	$24.59	to	$27.06	$27.07	to	$29.55	$29.56	to	$32.03
17	$23.21	to	$25.82	$25.83	to	$28.43	$28.44	to	$31.04	$31.05	to	$33.65
18	$24.38	to	$27.12	$27.13	to	$29.86	$29.87	to	$32.60	$32.61	to	$35.35
19	$25.61	to	$28.49	$28.50	to	$31.38	$31.39	to	$34.26	$34.27	to	$37.14
20	$26.91	to	$29.94	$29.95	to	$32.97	$32.98	to	$36.00	$36.01	to	$39.03
21	$28.27	to	$31.45	$31.46	to	$34.63	$34.64	to	$37.81	$37.82	to	$40.99
22	$29.70	to	$33.04	$33.05	to	$36.38	$36.39	to	$39.72	$39.73	to	$43.07
23	$31.20	to	$34.72	$34.73	to	$38.23	$38.24	to	$41.74	$41.75	to	$45.25
24	$32.78	to	$36.47	$36.48	to	$40.16	$40.17	to	$43.85	$43.86	to	$47.53
25	$34.45	to	$38.32	$38.33	to	$42.20	$42.21	to	$46.07	$46.08	to	$49.95
26	$36.19	to	$40.27	$40.28	to	$44.34	$44.35	to	$48.41	$48.42	to	$52.48
27	$38.03	to	$42.31	$42.32	to	$46.59	$46.60	to	$50.87	$50.88	to	$55.15
28	$39.96	to	$44.45	$44.46	to	$48.95	$48.96	to	$53.45	$53.46	to	$57.94

Centerville City Salary Schedule
7/5/2015

Grade	First Quartile			Second Quartile			Third Quartile			Fourth Quartile		
	Min					Midpoint						MAX
1	$21,911.51	to	$24,375.10	$24,375.11	to	$26,838.70	$26,838.71	to	$29,302.29	$29,302.30	to	$31,765.89
2	$23,012.88	to	$25,602.07	$25,602.08	to	$28,191.26	$28,191.27	to	$30,780.45	$30,780.46	to	$33,369.64
3	$24,191.54	to	$26,911.15	$26,911.16	to	$29,630.77	$29,630.78	to	$32,350.39	$32,350.40	to	$35,070.00
4	$25,408.84	to	$28,268.55	$28,268.56	to	$31,128.25	$31,128.26	to	$33,987.95	$33,987.96	to	$36,847.66
5	$26,684.12	to	$29,683.91	$29,683.92	to	$32,683.70	$32,683.71	to	$35,683.49	$35,683.50	to	$38,683.28
6	$28,036.68	to	$31,191.05	$31,191.06	to	$34,345.42	$34,345.43	to	$37,499.78	$37,499.79	to	$40,654.15
7	$29,466.53	to	$32,780.31	$32,780.32	to	$36,094.09	$36,094.10	to	$39,407.86	$39,407.87	to	$42,721.64
8	$30,954.35	to	$34,437.20	$34,437.21	to	$37,920.04	$37,920.05	to	$41,402.89	$41,402.90	to	$44,885.74
9	$32,519.46	to	$36,176.20	$36,176.21	to	$39,832.95	$39,832.96	to	$43,489.70	$43,489.71	to	$47,146.45
10	$34,161.85	to	$38,006.99	$38,007.00	to	$41,852.14	$41,852.15	to	$45,697.28	$45,697.29	to	$49,542.42
11	$35,900.86	to	$39,939.23	$39,939.24	to	$43,977.59	$43,977.60	to	$48,015.95	$48,015.96	to	$52,054.32
12	$37,717.16	to	$41,958.41	$41,958.42	to	$46,199.66	$46,199.67	to	$50,440.90	$50,440.91	to	$54,682.15
13	$39,610.75	to	$44,069.37	$44,069.38	to	$48,527.99	$48,528.00	to	$52,986.62	$52,986.63	to	$57,445.24
14	$41,620.27	to	$46,301.10	$46,301.11	to	$50,981.93	$50,981.94	to	$55,662.76	$55,662.77	to	$60,343.59
15	$43,726.40	to	$48,643.93	$48,643.94	to	$53,561.46	$53,561.47	to	$58,478.99	$58,479.00	to	$63,396.52
16	$45,948.47	to	$51,117.19	$51,117.20	to	$56,285.90	$56,285.91	to	$61,454.62	$61,454.63	to	$66,623.34
17	$48,267.14	to	$53,696.71	$53,696.72	to	$59,126.28	$59,126.29	to	$64,555.86	$64,555.87	to	$69,985.43
18	$50,701.76	to	$56,406.67	$56,406.68	to	$62,111.58	$62,111.59	to	$67,816.50	$67,816.51	to	$73,521.41
19	$53,271.62	to	$59,266.37	$59,266.38	to	$65,261.12	$65,261.13	to	$71,255.87	$71,255.88	to	$77,250.62
20	$55,976.75	to	$62,275.82	$62,275.83	to	$68,574.90	$68,574.91	to	$74,873.97	$74,873.98	to	$81,173.05
21	$58,797.81	to	$65,410.87	$65,410.88	to	$72,023.93	$72,023.94	to	$78,636.99	$78,637.00	to	$85,250.06
22	$61,773.44	to	$68,724.65	$68,724.66	to	$75,675.85	$75,675.86	to	$82,627.05	$82,627.06	to	$89,578.25
23	$64,903.66	to	$72,207.49	$72,207.50	to	$79,511.33	$79,511.34	to	$86,815.16	$86,815.17	to	$94,119.00
24	$68,188.45	to	$75,859.41	$75,859.42	to	$83,530.37	$83,530.38	to	$91,201.33	$91,201.34	to	$98,872.29
25	$71,647.15	to	$79,709.38	$79,709.39	to	$87,771.62	$87,771.63	to	$95,833.85	$95,833.86	to	$103,896.09
26	$75,281.27	to	$83,752.45	$83,752.46	to	$92,223.62	$92,223.63	to	$100,694.79	$100,694.80	to	$109,165.97
27	$79,099.73	to	$88,000.59	$88,000.60	to	$96,901.44	$96,901.45	to	$105,802.29	$105,802.30	to	$114,703.15
28	$83,111.88	to	$92,464.20	$92,464.21	to	$101,816.53	$101,816.54	to	$111,168.86	$111,168.87	to	$120,521.19

Annual amounts based on 2080 hours.

2016 Salary Survey Summary

Midpoint Comparison

Position	Survey 50th Percentile			Survey 75th Percentile			Centerville						
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	$ (50TH)	% (50TH)	$ (75TH)	% (75TH)
Court Clerk I	$ 12.57	$ 15.26	$ 17.98	$ 13.71	$ 16.29	$ 18.72	$ 12.83	$ 15.71	$ 18.60	$ 0.46	2.90%	$ (0.58)	-3.78%
Court Clerk II	$ 13.93	$ 16.88	$ 19.49	$ 14.56	$ 17.67	$ 20.75	$ 14.17	$ 17.35	$ 20.54	$ 0.48	2.75%	$ (0.31)	-1.85%
Street/Water Operator I	$ 13.52	$ 16.95	$ 20.09	$ 14.49	$ 17.68	$ 21.65	$ 14.88	$ 18.23	$ 21.58	$ 1.28	7.00%	$ 0.55	3.24%
Street/Water Operator II	$ 15.19	$ 18.47	$ 22.05	$ 15.91	$ 19.29	$ 22.88	$ 16.42	$ 20.12	$ 23.82	$ 1.65	8.22%	$ 0.83	4.50%
Street/Water Operator III	$ 16.64	$ 20.55	$ 24.10	$ 17.91	$ 21.73	$ 26.12	$ 18.13	$ 22.21	$ 26.29	$ 1.66	7.46%	$ 0.48	2.34%
GIS Specialist	$ 19.07	$ 23.11	$ 27.69	$ 19.75	$ 24.34	$ 28.94	$ 19.04	$ 23.33	$ 27.62	$ 0.22	0.92%	$ (1.01)	-4.39%
Parks Maintenance Spec. I	$ 13.62	$ 16.61	$ 19.49	$ 13.96	$ 17.03	$ 20.14	$ 14.17	$ 17.36	$ 20.54	$ 0.75	4.29%	$ 0.33	1.97%
Parks Maintenance Spec. II	$ 14.54	$ 18.02	$ 21.33	$ 15.41	$ 18.79	$ 22.20	$ 15.63	$ 19.15	$ 22.67	$ 1.13	5.92%	$ 0.36	2.03%
Parks Maintenance Spec. III	$ 16.45	$ 20.24	$ 23.93	$ 17.30	$ 21.44	$ 25.23	$ 16.42	$ 20.12	$ 23.82	$ (0.12)	-0.59%	$ (1.32)	-6.53%
Police Officer I	$ 17.95	$ 21.95	$ 25.91	$ 18.54	$ 22.93	$ 26.94	$ 18.13	$ 22.21	$ 26.29	$ 0.26	1.18%	$ (0.71)	-3.25%
Police Officer II	$ 18.89	$ 23.33	$ 27.59	$ 20.00	$ 24.43	$ 28.87	$ 19.04	$ 23.33	$ 27.62	$ -	0.00%	$ (1.09)	-4.69%
Police Officer III	$ 20.83	$ 25.72	$ 30.51	$ 21.56	$ 26.76	$ 31.88	$ 21.02	$ 25.75	$ 30.48	$ 0.03	0.13%	$ (1.01)	-3.92%
									Average	$ 0.65	3.35%	$ (0.29)	-1.19%
									Median	$ 0.47	2.83%	$ (0.44)	-2.55%

The following cities participate in the Compensation Survey and were used to compare similar positions in Centerville. For each position, only those cities with a similar position were used for the salary comparison - not all the cities listed were used for every position.

AMERICAN FORK	COTTONWOOD	KAYSVILLE	NORTH LOGAN	RIVERTON	SOUTH OGDEN	TOOELE
BLUFFDALE	DRAPER	LAYTON	NORTH OGDEN	ROY	SOUTH SALT LAKE	TREMONTON
BOUNTIFUL	EAGLE MOUNTAIN	LEHI	NORTH SALT LAKE	SALT LAKE CITY	SOUTH WEBER CITY	WASHINGTON TERRACE
BRIGHAM CITY	FARMINGTON	LOGAN	OGDEN	SANDY	SPANISH FORK	WEST BOUNTIFUL
CEDAR CITY	HARRISVILLE	MAPLETON	PAYSON	SANTAQUIN	SPRINGVILLE	WEST JORDAN
CEDAR HILLS	HEBER CITY	MIDVALE	PRICE	SARATOGA SPRINGS	SUNSET	WEST POINT CITY
CLEARFIELD	HERRIMAN	MURRAY	RICHFIELD	SMITHFIELD	SYRACUSE	WEST VALLEY
CLINTON	HOLLADAY	NEPHI	RIVERDALE	SOUTH JORDAN	TAYLORSVILLE	WOODS CROSS

2016 Salary Survey Summary

Management Position Midpoint Comparison

Position	Survey 50th Percentile			Survey 75th Percentile			Centerville						
	Minimum	**Midpoint**	**Maximum**	**Minimum**	**Midpoint**	**Maximum**	**Minimum**	**Midpoint**	**Maximum**	**$ (50TH)**	**% (50TH)**	**$ (75TH)**	**% (75TH)**
City Manager	$ 42.65	$ 53.29	$ 62.99	$ 47.43	$ 59.05	$ 66.69	$ 39.96	$ 48.95	$ 57.94	$ (4.34)	-8.87%	$ (10.10)	-18.95%
Asst CM/Finance Dir (11)	$ 37.92	$ 47.05	$ 55.65	$ 42.16	$ 53.69	$ 64.85	$ 34.45	$ 42.20	$ 49.95	$ (4.86)	-11.51%	$ (11.50)	-24.43%
Finance Director (17)	$ 34.24	$ 43.31	$ 52.37	$ 39.62	$ 49.52	$ 59.32	$ 34.45	$ 42.20	$ 49.95	$ (1.11)	-2.63%	$ (7.32)	-16.91%
Police Chief	$ 35.92	$ 44.78	$ 54.20	$ 38.57	$ 48.24	$ 58.76	$ 34.45	$ 42.20	$ 49.95	$ (2.58)	-6.11%	$ (6.04)	-13.50%
Public Works Director	$ 35.61	$ 44.38	$ 52.98	$ 38.71	$ 48.60	$ 58.77	$ 31.20	$ 38.23	$ 45.25	$ (6.16)	-16.11%	$ (10.38)	-23.38%
Comm Dev Dir	$ 33.83	$ 41.95	$ 50.35	$ 35.28	$ 44.36	$ 53.45	$ 31.20	$ 38.23	$ 45.25	$ (3.73)	-9.75%	$ (6.14)	-14.62%
Parks & Rec Director	$ 30.53	$ 39.13	$ 46.47	$ 34.35	$ 41.12	$ 49.28	$ 26.91	$ 32.98	$ 39.03	$ (6.15)	-18.65%	$ (8.14)	-20.81%
Deputy Police Chief (3)	$ 38.81	$ 45.79	$ 49.38	$ 40.51	$ 47.16	$ 53.80	$ 28.27	$ 34.64	$ 37.82	$ (11.15)	-32.19%	$ (12.52)	-27.33%
Police Lieutenant (19)	$ 28.14	$ 34.16	$ 40.54	$ 29.04	$ 36.20	$ 43.44	$ 28.27	$ 34.64	$ 37.82	$ 0.48	1.37%	$ (1.56)	-4.56%
									Average	$ (4.40)	-11.61%	$ (8.19)	-18.28%
									Median	$ (4.34)	-9.75%	$ (8.14)	-18.95%
								Avg and Median less Deputy Chief	Average	$ (3.37)	-8.68%	$ (7.10)	-16.10%
								and Asst CM/Finance	Median	$ (3.73)	-8.87%	$ (7.32)	-16.91%

The following cities participate in the Compensation Survey and were used to compare similar positions in Centerville. For each position, only those cities with a similar position were used for the salary comparison - not all the cities listed were used for every position.

BRIGHAM CITY	DRAPER	MIDVALE	PAYSON	SOUTH SALT LAKE	SYRACUSE
CEDAR CITY	FARMINGTON	MURRAY	RIVERDALE	SOUTH WEBER CITY	WEST BOUNTIFUL
CLEARFIELD	HERRIMAN	NEPHI	RIVERTON	SPANISH FORK	WEST POINT CITY
CLINTON	KAYSVILLE	NORTH OGDEN	ROY	SPRINGVILLE	WOODS CROSS
		NORTH SALT LAKE	SOUTH OGDEN	SUNSET	

CENTERVILLE CITY
JOB DESCRIPTION

Title:	GIS Coordinator/IT Support	Code:	617
Division:	Geographic Information Systems	Effective Date:	7/05/06
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Designs, operates, oversees and maintains Centerville City's Geographic Information Systems (GIS). Coordinates GIS activities with various City Departments and with outside agencies. Provides and oversees automated cartographic and related database services. Performs professional drafting, mapping, graphic illustrations, general planning research and related report preparation and analysis duties. Provides technical support when needed to the Public Works, Community Development and Parks Departments.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Director and Deputy Director

SUPERVISION EXERCISED

Supervises on a project-by-project basis and employees collecting routine field data.

ESSENTIAL FUNCTIONS

GIS

Responsible for developing geographic database structure, tables, forms and reports and collecting attribute and other feature data through various sources including GPS and inside/outside sources for inclusion in the GIS.

Takes the lead in designing and building databases, template reports and other custom projects for all City Departments.

Provides computer mapping and related database services to each City Department and prepares maps and geographic information as requested.

Digitizes data; edits and improves existing maps. Provides graphic and illustrative assistance for the City.

Reads and interprets graphs, charts, plans, diagrams, air photos, and maps;

Researches various mapping and related database projects.

Prepares maps of Centerville City's utility systems and other infrastructure. Performs data entry.

Maintains equipment, GIS hardware and software in good working order.

Writes reports, memos, and keeps records on GIS progress.

Coordinates with vendors concerning installation, maintenance and support of various system components and monitors compliance with contract terms and conditions. Provides training for users and others entering data into the database and assists them in resolving system operations problems.

Provides technical expertise in the development of new applications. Develops and implements applications to meet specific requirements and provides support and training for the users.

Meets with GIS users and prospective users to evaluate requests or specific needs. Recommends priorities for development and implementation of new applications.

Information Technology Support

When needed, provides desktop and application support, client device support, and provides general information technology-related support mainly for the Public Works, Community Development, and Parks Departments, but can extend to any department in the city including Police and City Administration.

Troubleshoots and maintains the telephones and surveillance camera system at the Public Works and Parks Department buildings.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   a. Graduation from a an accredited college with a bachelor's degree in geography, planning, GIS, engineering, cartography or some other related field,

   AND

   b. Three (3) years of experience in a field directly related to the above duties;

   OR

   c. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Considerable knowledge of computer programs including word processing, spreadsheets, presentations and statistics. **Working knowledge of** the principles and concepts of GIS planning and systems development; techniques and procedures of GIS systems and database design, analysis and development; GIS hardware and software products, i.e., ArcGIS, ArcInfo, ArcPublisher, 3D Analyst, etc.; principles and techniques of effective project management and coordination; digital mapping, geo-database management, geo-processing, database design, cartographic principles, correct English usage, vocabulary, spelling and arithmetic; Geographic projected coordinates and GPS equipment and field survey techniques, i.e., staking, elevations, etc., is required.

   Skill in the use of technical equipment and specialized software.

   Ability to establish and maintain effective working relationships between city departments and outside agencies. Must be able to work independently and make sound judgments. Ability to clearly understand instructions, directives and communicates effectively verbally and in writing; ability to analyze database structure, geographic data, GPS data, etc.

3. Special Qualifications:

   Must possess a valid Utah Driver's License.

4. Work Environment:

   Performance of duties typically occur in a comfortable office setting with normal climate controls; occasional exposure to weather extremes or hazardous surroundings. Some tasks require a variety of physical activities, must be able to walk long distances, use metal detectors, shovel, and lift field equipment. Substantial mental effort required constantly and interaction with public and other city departments and employees, emotional stability, discriminating thinking and creative problem solving.

IT Lead/Police Records Officer Job Description

General Purpose

Leads a variety of technical and administrative duties related to citywide information systems including computer equipment, software, networks, operating systems, video surveillance/recording systems, and telephone systems. Coordinates and monitors the planning, acquisition, implementation and integration of information technology in the city.

Performs a variety of complex clerical duties related to documenting, maintaining and controlling police records, case files, police statistics and information.

Supervision Received

Works under the general supervision of the Police Lieutenant primarily and Finance Director as appropriate

Supervision Exercised

Manages relationships with IT-related contractors/consultants

Essential Functions

IT Lead

IT Planning & Documentation

Makes recommendations of any IT related changes of policy, procedures, upgrades, equipment replacements, enhancements, etc.

Assesses and researches technology upgrades and new equipment acquisitions.

Analyzes cost estimates for new/upgraded IT equipment and software ensuring effective and efficient use of City funds.

Network and Access

Administers and maintains all aspects of local area network including servers, firewalls, routers, switches and patch panels.

Maintain documentation of servers and associated hardware including network diagrams, building diagrams, inventories of all system components, peripheral equipment and network software.

Ensures licenses, maintenance contracts and auditing procedures are current, accurate and adhere to established standards.

Manages the wireless internet system providing secure internet and network access to authorized personnel and wireless internet only access to guest users.

Storage and Servers

Configures and administers the virtual environment including domain controllers, antivirus applications, email server, file storage, user credentialing, email accounts, email distribution and security groups.

Administers email/spam security devices and software.

Desktop Support/Mobile Devices

Coordinates and provides technical support city-wide for software and hardware issues including computer rebuilds/restorations to factory specifications

Purchases, installs, upgrades and configures all computer-related equipment, operating systems, software and applications including the removal of all malware.

Troubleshoots e-filing of citations as reported by the Court.

Telecommunications, Video and Security

Configures and troubleshoots City video systems including video surveillance systems, police in-car video and body cameras including DVR systems and wireless transfers.

Provides personnel building access through an access control system. Troubleshoot issues with the access control system. Manages ID card system for all City employees and volunteers.

Administers and maintains all aspects of the Voice Over Internet Protocol telephone system including contact with service providers and managing connectivity, user and device configurations and voicemail.

Maintains and manages all aspects of the Police Department's telephone recording system.

Backup Disaster Recovery

Develops and implements procedures to regularly backup and safeguard City data in the event of equipment failure or property loss. Oversees disaster recovery operations as it relates to IT resources.

Records Officer

Provides access to or copies of police records according to state statue, the Governmental Records and Management Act and department policies.

Files, maintains, retrieves and ensures security of official police documents using the department records management system.

Disseminates police reports/documents to external and internal government entities including reproduced video and/or audio records. Ensures accurate reporting to the State for statistical purposes and makes corrections to police records to comply with state codes.

Administers the Police Department's intranet ensuring proper forms, work schedules and other information is available to police officers.

Maintains Police Department's press releases and social media accounts.

Dispatch

Acts as a backup dispatcher in receiving calls, walk-ins and coordinating requests including communicating with the public, police officers and office staff.

In a backup capacity, provides follow-up service to officers requesting supporting services and information.

Minimum Qualifications

1. Education and Experience:
    a. High School diploma or equivalent
    b. Bachelor of Science in related IT field preferred
    c. Three years related experience. Microsoft certifications preferred

OR

    d. An equivalent combination of education and experience
    e. The ability to obtain network certifications, desktop support certifications and server certifications

2. Knowledge, Skills and Abilities:
    a. Considerable knowledge of IT system design concepts, programming processes and languages, and networking system management concepts; hardware configurations and capabilities; operating system fundamentals; complex server platforms; network systems, components and protocols, i.e., routers, switches, hubs, interface cards, IPX and IP transport mediums; data communication concepts;
    b. Considerable knowledge of the Governmental Records and Management Act and state criminal codes associated with various offenses; proper grammar, spelling, and punctuation; standard office practices and procedures; telephone etiquette; filing systems related to alpha and numeric files.
    c. Some knowledge of "helpdesk" support methods, organization and procedures, automated operations, job scheduling, etc.
    d. Ability to analyze a variety of network issues and problems and make recommendations; communicate effectively verbally and in writing; establish and maintain effective working relationships with professionals, department heads, co-workers and the public; work independently and deal effectively with stress caused by workload and deadlines.
    e. Ability to understand and operate radio communication equipment; think clearly and act quickly; and deliver understandable and complex verbal instructions

State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of Public Safety

KEITH D. SQUIRES
Commissioner

May 20, 2016

Dear Chief Administrator:

During the 2015 legislative session HB288 (Line-of-Duty Death Benefits for Peace Officers and Firefighters) was passed into law with an effective date of July 1, 2015. In an effort to ensure state or local government agencies are familiar with the obligations of the new law, members of the Local Public Safety and Firefighter Surviving Spouse Trust Fund Board (defined in 53-17-402) felt it important to provide you with information.

As you become familiar with HB288, you will find that upon the line-of-duty death of a law enforcement officer or firefighter, the employer shall provide the surviving spouse and children health coverage under the employer's group health plan as if the surviving spouse was an employee. This coverage must be provided by the employer for the first 24 months after the line-of-duty death.

Beginning the 25th month after the line-of-duty death, the employer shall continue to provide the surviving spouse and children health coverage under the group plan; however, if the employer elects to participate in the cost-sharing agreement overseen by the Department of Public Safety prior to July 1, 2017, and pay the annual participation premium as determined by the board, the employer may be reimbursed for the cost of health coverage premiums from the trust fund.

An actuarial analysis has determined that the initial rate to be charged for participation in the cost sharing agreement is between $87.00 and $132.00 per law enforcement officer or firefighter annually. This rate range is influenced by a number of variables, variables the Board is currently discussing to determine an appropriate rate. The initial rate will be within the range specified. Once the rate is determined, it will be communicated to each city or county agency and should an agency desire to participate, payment will be required by June 30th, 2017 for the coverage period of July 1, 2017 to June 30, 2018.

The Board will rely on annual or bi-annual actuarial analysis to determine future rates. To continue participation, future rate payments will be due by June 30th annually, which is the day before the annual coverage period begins.

During the 2016 legislative session, HB159 amended some of the language originally enacted in 2015. The bill clarifies that an employer that chooses to participate in the cost-sharing agreement before July 1, 2017, will be eligible for reimbursement of health care costs for a surviving spouse or children in the event of a line of duty death that occurs on or after July 1, 2015.

4501 South 2700 West, Box 141775, Salt Lake City, Utah 84114-1775
Telephone (801) 965-4461 Facsimile (801) 965-4608

Please be aware, that any future line of duty death that occurs after July 1, 2017 and occurs during a time when an agency chooses not to be a participant of the trust fund, will not be eligible for the health insurance reimbursement from the trust fund for the entire period of time health insurance is provided to that person's surviving spouse and children.

In addition, a statement was included in the bill to add a retrospective operation to July 1, 2005. Our interpretation of the retrospective language is that an employer is obligated to allow the surviving spouse and children to remain eligible for health coverage under the employer's group health plan in the event of a line of duty death that occurred on or after July 1, 2005. The health care costs for an individual under this circumstance are not reimbursable from the trust fund.

The board encourages you to share this information with your city/county officials, human resources staff and budget staff.

If you are interested in participating in the cost sharing agreement, please contact Kim Gibb kgibb@utah.gov. You will be provided a copy of the cost sharing agreement, along with instructions for participation.

Respectfully

Keith D. Squires
Commissioner